



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH SUSTAINMENT COMMAND (EXPEDITIONARY)**  
**UNIT #15015**  
**APO AP 96218-5015**

EANC-GO-O

09 MAY 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #16 – 19<sup>th</sup> ESC Tasking Policy

1. REFERENCES.

- a. FM 7-0, Training the Force, 22 October 2002.
- b. FM 7-1, Battle Focused Training, 15 September 2003.
- c. Eighth US Army Regulation 350-02, 1 Jan 2004.
- d. USFK Regulation No. 10-2, 17 December 1992.

2. PURPOSE. Effective immediately, this policy is in effect for requesting, supporting, and administering unit, personnel and equipment taskings.

3. APPLICABILITY. The policies and procedures contained in this memorandum apply to all activities and units assigned, attached or under the operational control (OPCON) of 19<sup>th</sup> ESC.

4. GENERAL POLICY. Assistant Chief of Staff, G3 Operations Division is the G3 executive agent for taskings in 19<sup>th</sup> ESC. G3 Operations Division will receive, evaluate, and validate all tasking requests, then task appropriate units to fill tasking requirements.

5. SPECIFIC POLICIES.

a. Types of Taskings.

(1) 19<sup>th</sup> ESC Resourced Taskings. These are taskings that are generated by a MSC that are beyond the requesting units capabilities, but can be resourced within the Command. Requests for these taskings are submitted to G3 no later than 45 days before the support is required.

(2) Eighth US Army/USFK Taskings. These taskings are generated by 19<sup>th</sup> ESC or an MSC but cannot be provided from resources within the command and must be resourced from other units within Eighth US Army or USFK. Units must submit requests for Eighth US Army/USFK support to G3 Operations for processing no later than 45 days before the support is required per reference d.

EANC-GO-O

SUBJECT: Command Policy Letter #16 – 19<sup>th</sup> ESC Tasking Policy

(3) Late tasking request. Late taskings are those requested less than 45 days prior to the required date. Late request for tasking must be accompanied by a letter of lateness (encl 1) validated by the appropriate authority, explaining the reasons for submitting the request inside the 45-day support window. Additionally, the memo must contain an impact statement explaining the effects if the support is not received. If the request is submitted 44 -11 days from first action date, then the letter of lateness must be validated by the S3 officer. If the request is ten days or less from first action date then it must be validated by the MSC Commander or Deputy Commander. The ACofS, G3 approves requests for late tasking support. In the event of ammunition shipment escort, units will provide the escort, except for classified ammunition, as outlined in DOD 5200.1-R and DOD 5100.76-M, while maintaining all of the security measures outlined in Eighth Army Regulation 700-3. Military Police escort is always required for classified ammunition, as contained in DOD 5200.1-R and DOD 5100.76.M.

b. Tasking requirements will be filled from internal unit resources before requesting external support. When support cannot be provided from internal resources, a formal request for support (encl 2) will be submitted through the appropriate Chain of Command to ACofS, G3 Operations. G3 Operations will determine which unit to task based on the criteria listed in paragraph 5.h. below.

c. Tasking requests for training support should be submitted within the timelines for planning training as specified in FM 7-0 and FM 7-1.

d. G3 Operations will forward support request to the appropriate unit or staff for execution.

e. If a unit cannot support a tasking, it must submit a request for relief memorandum (encl 3) through their S3, to ACofS, G3 within five working days of receipt of the tasking. The request for relief memorandum must specifically address why the tasked unit cannot support the tasking and be signed by the MSC Commander or designated representative. Authority to release a unit from a tasking is the ACofS, G3. Tasking remains in effect until the tasked unit is formally relieved via email or memo.

f. Equipment Taskings. When equipment is provided to fulfill a tasking, the supported and supporting units will conduct a joint technical inspection (TI) at the time the equipment is transferred. The supported unit will provide all organizational level maintenance and fuel for the equipment during the duration of the tasking. Supported units will return equipment not later than the date indicated on the tasking at which time a joint TI between the supported and supporting organization will again be conducted. All equipment repairs are the responsibility of the supported organization unless otherwise agreed upon in writing by the supporting unit.

g. Life Support/TDY Funding. The supported unit will provide life support for supporting personnel throughout the duration of the tasking. This support may include transportation

EANC-GO-O

SUBJECT: Command Policy Letter #16 – 19<sup>th</sup> ESC Tasking Policy

to and from the supported site and necessary TDY orders and expenses.

h. Tasking Methodology. G3 Operations will task units and staff agencies based on the following considerations:

- (1) subject matter expertise
- (2) habitual support relationships
- (3) geographic considerations
- (4) personnel availability

i. Mission Support Guidance (Direct Support, General Support, Area Support).

(1) Routine customer support in an assigned support area should be requested from the Battalion or Brigade Support Operations section as appropriate and all requests within the mission capability of the supporting unit should be honored.

(2) In some cases, short notice requests may cause a supporting unit to have to reprioritize work, change a planned schedule, or exceed its capability regardless of its area support responsibility. Requests of this nature will be passed higher to BDE and only those requests that exceed the units' capability should be forwarded to G3 Operations for resourcing.

j. Exercise Support. Exercise Support will be assigned as specified tasks in Exercise Directives, FRAGOs, and Operations Orders.

## 6. RESPONSIBILITIES AND PROCEDURES.

a. ACoS, G3.

(1) The executive agent for all taskings in the 19<sup>th</sup> ESC.

(2) Establishes 19<sup>th</sup> ESC tasking policies and procedures for requesting and resourcing taskings.

(3) Maintains a tasking log and assigns a control number to track taskings from receipt through completion.

(4) Issues taskings (encl 4) to subordinate units.

(5) Submits request for support to Eighth US Army.

EANC-GO-O

SUBJECT: Command Policy Letter #16 – 19<sup>th</sup> ESC Tasking Policy

b. Assigned, Attached, and OPCON Units.

(1) Execute the policies and procedures specified in paragraph 5 above.

(2) When requesting external support, specify tasking request for personnel by MOS and grade, and for equipment by type and nomenclature. Information on the request must include the details of the requirement to include the Who, What, When, Where, and Why (5Ws), in order to clearly articulate the support requirement. The request will be generated by the tasking NCO and sent to the supporting unit.

(3) When requesting Aviation support, specify tasking request for personnel by grade, name, SSN, unit and phone number by using USFK 84-R-E, Aircraft Mission Request Form (encl 5). Information on the request must include the travel itinerary, which includes the departure airfield, number of passengers, departure and arrival time and the requestor point of contact information. If cargo is to be transported, it must include cargo type, dimensions, height, length and width.

(4) Request for Mission support type taskings need include only a description of the mission requirements.

(5) Direct liaison is encouraged between supporting and supported units.

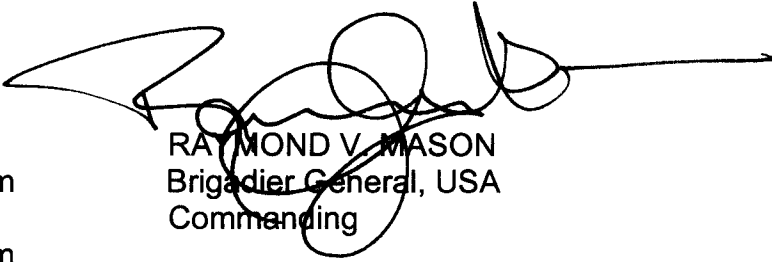
(6) Formal communications with G3 Operations concerning taskings will be conducted via e-mail in order to maintain a record of communications.

7. SUPERSESSON. This policy memo supersedes 19<sup>th</sup> ESC Policy Memo #16, 27 November 2002.

8. POINT OF CONTACT. ACofS, G-3, CUOPs, at 768-8052 or 768-7717.

5 Encls

1. Letter of Lateness Memorandum
2. Support Request Memorandum
3. Request for Relief Memorandum
4. 19<sup>th</sup> ESC Tasking Format
5. USFK Form 84-R-E, Aircraft Mission Request



RAYMOND V. MASON  
Brigadier General, USA  
Commanding

DISTRIBUTION:

A



**DEPARTMENT OF THE ARMY**

**UNIT**

REPLY TO  
ATTENTION OF:

Office Symbol

Date

MEMORANDUM THRU Requesting MSC address, ATTN: G3, if request is 44-11 days from first action date. If ten days or less then ATTN: Commander, or designated representative

FOR 19<sup>th</sup> ESC, ATTN: ACofS, G3 (if 44 – 11 days from first action date) ATTN: 19<sup>th</sup> ESC, Chief of Staff (if ten days or less) APO AP 96218

SUBJECT: Letter of Lateness

1. State the justification for not meeting time requirements.
2. A criticality statement must be included, stating the effect on unit mission readiness if the request for support is denied. The Letter of Lateness memorandum must be signed by the requesting unit commander and validated by the requesting MSC. If the request is submitted 44-8 days from first action date then the letter of lateness must be validated by the MSC G3/S3. If the request is seven days or less from first action date then it must be validated by the MSC Commander or designated representative.
3. Point of Contact and phone number.

Signature Block



REPLY TO  
ATTENTION OF:

## DEPARTMENT OF THE ARMY

### UNIT

Office Symbol

Date

MEMORANDUM FOR Commander, 19<sup>th</sup> ESC, ATTN: ACofS, G3, APO AP 96218

SUBJECT: Request for Relief from (include the subject line of the Tasking as it appears on the Tasking Memorandum and tasking number)

1. State the reason(s) why the tasked requirements cannot be met by your unit.
2. A criticality statement must be included, stating the effect on unit mission readiness if the request for support is denied.
3. Personnel tasking. Attach or include the SNL of the personnel that will fill the tasking if the request for relief is denied.
4. Equipment tasking. Attach or include the unit that will provide the equipment if the request for relief is denied.
5. Point of Contact and phone number. The Request for Relief memorandum must be signed by the first O-6 in the requesting units chain of command.

Encl

Signature Block

1. Standard Name Lines
2. Equipment Support



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**

**UNIT**

Office Symbol

Date

MEMORANDUM FOR Commander, 19<sup>th</sup> ESC, ATTN: ACoS, G3, APO AP 96218

SUBJECT: (Subject of what is requested)

1. Each request must include who, what, when, where and why. Be as specific as possible. If requesting personnel, include uniform requirements and reporting procedures.
2. Point of Contact and phone number. The Request for Relief memorandum must be signed by the first O-6 in the requesting units chain of command.

Signature Block



# 19th SUSTAINMENT COMMAND (EXPEDITIONARY)



19<sup>th</sup> ESC Tasking #

EUSA#:

Date

Start/End Dates:

Unit(s) Tasked:

Location:

Suspense:

Subject:

Equipment:

Personnel:

Mission:

Remarks:

Supported Unit POC:

19<sup>th</sup> ESC G3 POC(s):

//OFFICIAL//  
XXXXXXXXXXXXX  
COL, GS  
ACofS. G3



<b>AIRCRAFT MISSION REQUEST</b> (For use of this form see USFK Reg 96-4)					DATE	
DATE OF THE MISSION:		TYPE OF MISSION:			NUMBER TYPE OF AIRCRAFT:	
ALTERNATE DATE(S):		AGENCY SUPPORTED:			MISSION NUMBER:	
NUMBER OF PASSENGERS: (PAX BAGGAGE NO MORE THAN 30 POUNDS)		REQUESTER:			DUTY PHONE	
		UNIT:			OFF DUTY PHONE	
PASSENGER MANIFEST						
	RANK	NAME (LAST, INITIALS)	SSN	UNIT	TELEPHONE	REMARKS
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
TRAVEL ITINERARY						
DEPARTURE HELIPORT/AIRFIELD	NUMBER OF PAX	DEPARTURE TIME	ARRIVAL HELIPORT/AIRFIELD	REMARKS		
REQUESTOR'S POINT OF CONTACT						
POINT OF CONTACT FOR MISSION DETAILS	RANK	NAME			DUTY PHONE NUMBER	NON-DUTY PHONE NO.
REQUEST A WEATHER CHECK BE CALLED TO THE POC AT _____ HOURS						
CARGO REQUIREMENTS						
CARGO: <input type="checkbox"/> YES <input type="checkbox"/> NO	CARGO TYPE	CARGO DIMENSIONS: (LARGEST/HEAVIEST)		HEIGHT	LENGTH	WIDTH (FEET)
FOR SUPPORTING UNIT'S USE ONLY						
PC:	PI:	CE			REMARKS:	

USFK FORM 84-R-E, 1 JUL 92

EDITION OF 1 SEP 82 IS OBSOLETE

Enclosure 5 – USFK Form 84-R-E, Aircraft Mission Request